

State of Delaware
Fleet Services
OPERATING POLICIES AND PROCEDURES

CATEGORY: VEHICLE RESERVATIONS	DATE ISSUED: 1-01-04 REVISED: 07-01-16	EFFECTIVE DATE 07-01-16	POLICY NO: VR-4
TITLE: RENTAL RATES			PAGE 1 OF 2

Rates for FY17

Fleet Services Revised Rates

Effective 7/1/2016

Vehicle Type	Monthly Rate @ 11,429 miles	Excess Mileage	Monthly Rate @ 20,000 miles	Excess Mileage
Mid-Size Sedan	471.55	\$0.36	\$641.18	\$0.31
Compact Sedan	\$397.16	\$0.28	\$599.34	\$0.28
Full Size Sedan	\$586.50	\$0.48	\$878.55	\$0.45
Full Size 4x2 Pickup	\$532.97	\$0.42	\$885.24	\$0.45
4x4 Pickup	\$591.74	\$0.49	\$919.46	\$0.47
Cargo Van	\$532.51	\$0.42	\$768.23	\$0.38
Minivan	\$502.15	\$0.39	\$758.04	\$0.38
Mid Size SUV	\$506.59	\$0.40	\$808.89	\$0.41
Lg Passenger Van	\$594.17	\$0.49	\$896.10	\$0.46
Fleet Link Lg Pass			\$797.55	\$0.40
Fleet Link MiniVan			\$714.80	\$0.35

Note: These Rates represent the most common vehicles. For information on specialty vehicles contact Fleet Services (739-2277).

Daily Rates for Reservations

Vehicle Type	Daily Rate*	Upcharge Rate**	Money Saved by Using Portal	Excess Mileage Rate***
Compact Sedan (SED)	\$19.28	\$23.14	\$3.86	\$0.28
Minivan (VN7)	\$24.38	\$29.26	\$4.88	\$0.39
Small 4x2 Pickup (PU/C)	\$19.64	\$23.57	\$3.93	\$0.29
4x4 Pickup (4X4/PU)	\$28.73	\$34.48	\$5.75	\$0.49
Cargo Van (VN/C)	\$25.85	\$31.02	\$5.17	\$0.42
Mid Size SUV (SUV)	\$24.59	\$29.51	\$4.92	\$0.40
Lg Passenger Van (VN10, VN15)	\$28.84	\$34.61	\$5.77	\$0.49

***The daily rate (above) includes fuel and a daily mileage allotment of 100 miles for out-of-state travel.**

****Rate when online reservation portal is not used.**

***** An additional charge per mile will be assessed for every mile over the 100 miles per day allotment for out of state travel (see chart above).**

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Additional Charges

<u>Abbreviation</u>		<u>Charge</u>
UU	Unauthorized Usage	Full Rate of Reserved Vehicle
KK	Kept keys Beyond Reservation	Full Daily Rate of Reserved Vehicle for each day keys are kept
DN	Detailing Necessary	\$75.00 Minimum
FF	Fuel Flag	\$50.00
OG	Out of Gas	\$125.00
WF	Wrong fuel pumped	\$50.00
RC	Vehicle Returned to Wrong Site (including not parking in designated pool site area)	\$125.00
EA	Extreme Abuse	See Fleet Administrator
LC	Late Cancellation	Daily Rate
NS	No Show	Full Rate of Reserved Vehicle
Other Charges:	Lost Fuel Card	\$50.00
	Lost Keys	Dealer Price + \$50.00
	Damaged or Missing EZ Pass	Transponder Price + \$50.00

*LC – Anything less than 2 ½ hours notice of cancellation before departure or up to 1 hour after dispatch time.

Excess Mileage Rate

Varies by vehicle type. Call Fleet Services for Rates.

SURCHARGE RATE:

All rentals are charged full rate which includes a 20% surcharge if reservation is not made via the on-line portal and received at least 2.5 business hours prior to pick up. **Reservations made via phone, fax, email or the internet/intranet are charged full rate which includes 20% surcharge.**